

**Lead Clerk (1987-1990)**

- Supervised commissary clerks at Washington, DC, Amtrak terminal.
- Responsible for supervision of daily clerical operations to ensure complete and timely inventories.
- Position required proactive inventory control of stock and stock rotation.
- Responsible for meeting train supply deadlines and all paperwork handled at satellite commissaries.
- Served as a Safety Committee Member.

**Clerk (1986-1987)**

- Responsible for accurately completing written stock orders.
- Operate Forklift

**Education**

**Associate of Arts Degree, Business Administration (1987)**  
Frederick Community College  
Frederick, MD

**Service Awards**

Amtrak Bronze and Silver Star for service excellence.

**Interests**

Board of Directors, Brunswick, MD Little League; Little League Team Manager; Youth Soccer Coach; Hunting; Fishing; Gardening, Computers.

**References Available upon Request**



December 22, 2004

Alvia L. Lacy  
1306 Jarvis Square  
Belcamp, MD 21017

Dear Ms. Lacy:

Thank you for interviewing for the position of Administrator Inventory-High Speed, posting notice number 50183771, location, Washington, DC.

Due to the number of highly qualified applicants, the selection process was difficult. While your experience and educational background are impressive, the qualifications of the selected candidate more closely meet our needs.

I would like to take this opportunity to thank you for interviewing with us and wish you success in your future endeavors.

Sincerely,

A handwritten signature in black ink, appearing to read "Taylor Cannon", with a stylized flourish at the end.

Taylor Cannon  
Human Resources Officer

OCT-13-04 13:48 FROM: AMTRAK BEAR COMPLEX

ID: 13028367754 90021054 PAGE 1/8

Received by Human Resources

Amtrak

**Job Opportunity Application**

For use by Current Amtrak Employees Only  
 Applicants possessing the best combination of current skills and past job performance will be invited to interview for available positions. Only candidates with at least one year in their current position will be considered for other positions.

Title of Position Desired:

AMTRAK-WASHINGTON-DC-  
ADMINISTRATOR INVENTORY-HS

Posting Notice Number:

50183771

Location:

WASHINGTON, DC

Please complete all information and submit this form to arrive at your nearest Human Resources Office on or before the posting's expiration date. This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. Attach additional sheets if not enough room is provided for your data.

**PERSONAL INFORMATION**

Name: ALVIA L. LACY

Social Sec. No.: 215-68-0127

Street Address: 1306 JERVIS SQ,

Home Tel. No.: 410-272-4819

Work Tel. No.: 302 834-2769

City: BELCAMP

State: MD

Zip: 21017

Assigned Work Hours: 6-2

Work Location: BEAR, DE

Assigned Work Days: MON-FRI

**EDUCATION**

Level	Did You Graduate?	Dates From/To	Degree/Major	School Name	Location/City/State
High School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: 9/3/70 To: 6/7/74	HIGH SCHOOL DIP.	ABERDEEN SR. HIGH	ABERDEEN, MD 21001
College	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: 6/ /83 To: 12/ /86	BS BUSINESS ADMINISTRATION	UNIVERSITY OF MARYLAND	COLLEGE PARK, MD
Graduate School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: / / To: / /			
Vocational School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: 1/ /76 To: 8/ /76		AIRCO TEC INST.	BALTIMORE, MD
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: / / To: / /			

**PRESENT JOB STATUS**

Present Job Title: CARREPAIR-PERSON	Band/Zone BEAR, DE	Last Performance Rating: N/A	Date of Last Rating: / /
Supervisor's Name: MR J. WALTERS	Supervisor's Title: MANAGER		
May a Human Resources Department representative contact your supervisor regarding your interest in this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Supervisor's Telephone No.:			

**HUMAN RESOURCES USE ONLY - DO NOT ENTER DATA IN THIS SECTION**

Entered		Forwarded	
Date:		By:	Date:
By:		To:	

Note: It is the policy of the National Railroad Passenger Corporation to offer all employment opportunities without regard to race, color, religion, gender, age, national origin, disability, or veteran status.

OCT-13-04 13:49 FROM: AMTRAK BEAR COMPLEX

ID: 13028367754

PAGE 2/8

**AMTRAK EMPLOYMENT HISTORY (List Current Position First)**

Dates From/To	Position Title	Supervisor and Department	Major Duties
From: 8 / / 83 To: 1 / / 88	TRACK -PERSON	TRACK	MAINTAIN AND REPAIR TRACK LOCATIONS WITHIN THE NEC.
From: 1 / / 88 To: / /	CARREPAIR-PERSON	MECHANICAL	REPAIR, AND MAINTAIN AMF I & II, IN ADDITION TO AIR BRAKE DUTIES.
From: / / To: / /			
From: / / To: / /			

**OTHER EMPLOYMENT HISTORY**

Dates From/To	Position Title	Company	Major Duties
From: 7 / / 97 To: / / 99	CSR	MCC	COMPLETE DUTIES IN SALES, BANK DEPOSITS, CLOSINGS, AND TRANSACTIONS, AS RELATED TO CENTER.
From: / / To: / /			
From: / / To: / /			

**RELATIVES AT AMTRAK**Do you or your spouse have any relatives currently employed at Amtrak? ☐ Yes ☒ No

If yes, you must complete the following information about these relatives.

Name	Relationship	Position/Department	Location
N/A			

**APPLICANT'S QUALIFICATIONS**

This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. The field below will expand to allow 5,500 characters. Attach additional sheets if necessary.

Please explain how you fulfill the posted skills and experience requirements for this position.

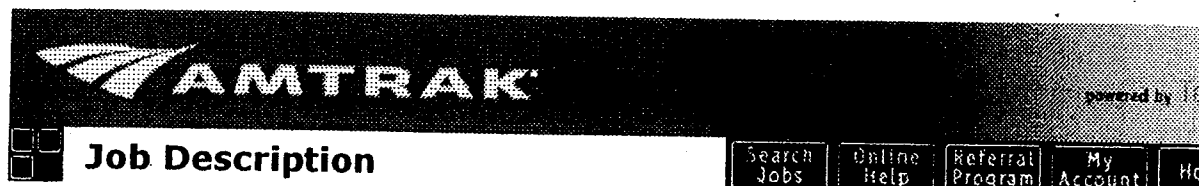
I FULFILL THE POSTED SKILLS AND EXPERIENCE REQUIRED FOR THIS POSITION, BASED ON MY BACHELORS DEGREE IN BUSINESS ADMINISTRATION, AND MY EXPERIENCE, AND TECHNICAL BACKGROUD IN THE FIELD OF MECHANICAL OPERATIONS, MAINTENANCE PROCEDURES, FRA, AND SAFETY REGULATUION. EN ADDITION, I HAVE SUPERVISION EXPERIENCE.

**SIGNATURE****PLEASE READ THIS CAREFULLY**

I certify that all information on this Job Opportunity Application is true. I understand and agree that if employed in a nonagreement position my employment and compensation can be terminated with or without cause, and/or without notice, at any time, at the option of either the company or myself. I have voluntarily submitted this form and consent to its processing according to Human Resources Department procedures. I further understand that it may be used to update permanent employee information in the Human Resources Information System.

A379

10/12/04

**Job Reference #50172570**[New Search](#)**Amtrak - Pennsylvania-Philadelphia - Inventory Svcs Officer M/W (2) - eff 10/29/03**

POSITION: Inventory Services Officer - M/W (2 positions)  
 DEPARTMENT: Procurement & Materials Mgmt.  
 LOCATION: Philadelphia, PA  
 BAND/ZONE RATE OF PAY: C1 \$38,500.00 minimum  
 POSITION NO: 50172570

**INTERNAL AND EXTERNAL APPLICANTS**

**DUTIES:** Responsible for supporting strategic planning initiatives relative to Inventory Management for Maintenance of Way. Also responsible for effective utilization of resources to ensure that all financial aspects of inventory cost expenditures are controlled within budget parameters and support corporate objectives. Provides internal consultation in business process evaluation and reengineering relative to key business processes within the area of materials management. Supports all users and customers with technical information support as well as improves turn ratios and services levels throughout the system..

**EDUCATION:** Bachelor's degree in Business or related field or the equivalent combination of education, training and/or experience.

**WORK EXPERIENCE:** Proven experience in Materials Management/Inventory. Proven demonstrated experience in logistical analysis and project management skills preferred.

**OTHER REQUIREMENTS:** Proven skill set in Microsoft Desk Top Applications. Satisfactory prior job performance required. Ability to show basic knowledge of AAMPS system preferred.

**COMMUNICATION AND INTERPERSONAL SKILLS:** Proven experience to effectively communicate orally and in writing to support and sustain an effective operation.

**SUPERVISORY RESPONSIBILITIES:** None.

**TRAVEL:** 20%.

**INTERNAL AMTRAK EMPLOYEES MUST COMPLETE A JOB OPPORTUNITY APPLICATION TO APPLY FOR THIS POSITION.**

**Salary Range:** \$38,500.00 - \$66,200.00 / Annually

**Salary Band:** C1

**Last Date to Apply:** 2003-11-05

**Years of Experience:** 1 - 5

**Specialty:** Procurement

**Employment Type:** Direct Hire, Full Time

**Travel Requirements:** Low

**Relocation Benefits may Apply:** Yes

**Classification:** Non-Agreement

**Referral Bonus:** 1500 pts



PROCUREMENT

01/16 '04 16:06 NO.870 03/06



## PERSONNEL ACTION REQUEST

Conflict Of Interest? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Training Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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## Current Information

Payroll Area	Social Security Number 171-44-4284	Personnel No. 00053276	LAST Name Smith	FIRST Name Dennis	M.I.
Job Code 97211	Position Title Analyst Budget	Department Engineering	Personnel Area NE1	Band/ Zone B-2	Cost Center 3921 Emp. Sub Group

## Action Requested

<input type="checkbox"/> New Hire	<input type="checkbox"/> Transfer between Management/Union	<input type="checkbox"/> Leave of Absence Paid (Management)	<input type="checkbox"/> Termination
<input type="checkbox"/> Rehire/Reinstatement	<input type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence Unpaid	<input type="checkbox"/> Retirement
<input checked="" type="checkbox"/> Transfer/Organization Change	<input type="checkbox"/> Leave of Absence Paid (Union)	<input type="checkbox"/> Return from Leave	

## Action Reason Code

Code P6	Reason Mgmt. between band/zone	Effective Date Month 2 Day 1 Year 2004
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## New Job Code and Salary Information

Job Code 92392	Position Title Inventory Services Officer M/W	CDL <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Position No. 50172570	Personnel Subarea	Band/Zone C-1
Hours of Service <input checked="" type="checkbox"/> Not Applicable (0)	<input type="checkbox"/> Engineer (1)	<input type="checkbox"/> Trainmen (2)	<input type="checkbox"/> Train Dispatchers/Director (3)		
Job Category <input type="checkbox"/> Block Operator (4)	<input type="checkbox"/> Signaller (5)	<input type="checkbox"/> Cab Signal/ATS Electrician (6)	<input type="checkbox"/> Locomotive Mover/Helper (7)		
Hire Date Month Day Year	Current Salary/Rate Of Pay \$ 50,800	New Salary/Rate Of Pay \$ 54,900	Work Hours (Part Time)		

## Job Assignment

Cost Center 4901	Function 1121	Work Order No.	FIS Location 3451	Payroll Area	Shift 1	Work Schedule M-F	Gang	Site Code 47006	Check Seq. PHL59
Work Phone No.	ATS No.	Original RR Hire Date Month Day Year	Prior RR Code	Personnel Area NE1	Department Proc. & Materials Mgmt.				
Emp Sub Group	Vacation Eligibility Date Month Day Year	Craft Seniority Date Month Day Year	ARSA Hire Date Month Day Year						

## Performance Evaluation Information

Last Performance Review Date: Month Day Year	Next Performance Review Date: Month Day Year
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## Termination Information/Allowances

Allowances	Eligible For Rehire?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain In Remarks)
Vacation Hours Due	Outstanding Advance?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain 'Yes' Answer In Remarks)
Sick Hours Due	All Properties Collected?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain In Remarks)
Severance Pay Due	Fill Vacant Position?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notice Pay Due		

## Short-Term Disability Benefits

First _____ days at 100% pay	
Days at 100% pay less RUIA _____ Days at 80% pay less RUIA	
RUIA Benefits at \$ _____ per day	

## Relocations

Approved for Benefits	Yes	No
Level of Benefits:	Tier I	Tier II Tier III

## Remarks

This position created due to the reorganization in the material control department.

## Approval Signatures

Supervisor's Name	Phone No.	Human Resources Approval	Date:
Signature	Date		1/16/04
Department Approval Michael Rlenz	Date	Entered By	Date:

Instructions: Complete form, print and secure department approvals. Retain signed copy for department records and forward original to Human Resources.

NRPC 2000 (10/02) Word Template

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A381

JAN. 22. 2004 10:08AM  
SSS4106: D. Smith - Inventory Services Officer Phil - M/W

NO. 059 Pg. 4 of 1

## Staff Summary Sheet - SSS4106

<b>Requester:</b> MARIE WALKER-RUGGHIA	<b>Executive Officer:</b> MICHAEL RIENZI
<b>Title:</b> Manager Budget Planning	<b>Department Head:</b> DAVID HERENDEEN
<b>Extension:</b> 8-728-1288	<b>Director/Manager:</b> JOSEPH SOUSAIII
<b>Date Submitted:</b> 1/14/2004	<b>Date Approved:</b>
<b>Purpose:</b> Request approval of Personnel Action Request to place Mr. Dennis Smith to the position of Inventory Services Officer, Philadelphia Maintenance of Way.	
<b>Discussion:</b> This position was recently advertised and Mr. Smith either met or exceeded all job qualifications. Candidate Selection Justification form and Personnel Action Request (form 2000) are included as attachments.	
<b>Alternatives:</b> None	
<b>Funding:</b> Funding for this position has been included in the FY04 operating budget and is included in the authorized headcount of chart 11.1.3.	
<b>Recommendations:</b> Approve this request.	

Routing Flow			
Routing	Approver	Concur	Non-Concur
	Sr. VP - Operations		
	Chief Engineer		
	Chief Financial Officer		
	Chief Mechanical Officer		
	Chief System Safety and Security		
	General Counsel & Corp. Sec.		
	Inspector General		
	VP - Business Diversity		
	VP - Government Affairs & Policy		
02	VP - Human Resources	X	
	VP - Labor Relations		
	VP Marketing and Sales		
	VP - Planning & Bus. Dev.		
01	VP - Procurement & Mat. Mgmt.	X	
	VP - Transportation		
President and CEO Response			
Final Approver		Action Required	
President and CEO		Awaiting full approval	

A382



PROCUREMENT

01/16 '04 16:06 NO.870 02/06



## Candidate Selection Justification

Position Title <b>Inventory Services Officer M/W</b>			Department <b>Procurement &amp; Mat. Mgmt.</b>
Posting Number <b>50172570</b>	Band/Zone <b>C-1</b>	Location <b>Philadelphia</b>	Interview Date <b>12 / / 2003</b>
Interview Process <input checked="" type="checkbox"/> One-on-One <input checked="" type="checkbox"/> Panel <input type="checkbox"/> Telephone <input type="checkbox"/> Other			

## Interview Participants

<b>Jim Krotz, Lonnie Perkins, Mark Gryan</b>	<b>Proc. &amp; Materials Mgmt.</b>
<b>David Herendeen</b>	<b>Proc. &amp; Materials Mgmt.</b>
<b>Cory Sams</b>	<b>HR Department</b>

## Candidates Interviewed

Name	*Race	Sex	
Dennis Smith	White	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female
John Muth	White	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female
Joanne Drake	White	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female
Roberta Kelly	White	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female
Daniel Crawford	White	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female
John Pasquale Jr.	White	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female
Joseph Julien	White	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female
		<input type="checkbox"/> Male	<input type="checkbox"/> Female
		<input type="checkbox"/> Male	<input type="checkbox"/> Female
		<input type="checkbox"/> Male	<input type="checkbox"/> Female

\* • American Indian or Alaskan Native    • Asian    • Native Hawaiian or Other Pacific Islander    • Black or African American    • White  
 • Hispanic or Latino (All races)    • Hispanic or Latino (White race only)    • Hispanic or Latino (All other races)

## Selected Candidate

<b>Dennis Smith</b>	<b>White</b>	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female
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## Selection Justification

Mr. Smith in our opinion is the best qualified candidate for the M/W Inventory Service Officer position. Dennis brings years of experience in the handling of ET and C&S material and capital ordering and is familiar with most of the personnel on the Philadelphia staff. This candidate brings financial as well as personal experience in both field and staff positions to the job. Dennis would be an immediate asset to the department and would have an immediate positive impact with the Engineering Department.

Proposed Effective Date <b>2 / 1 / 2004</b>	Proposed Salary <b>54,900</b>	<input checked="" type="checkbox"/> Salary Increase    8 % Increase <input type="checkbox"/> Lateral With No Increase
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## Salary Justification

This salary action will compensate him for the increase in job responsibilities and the move from a B2 to a C1 band/zone.

## Approval Signatures

Name	Signature	Date
<b>Michael J. Rienzi</b>		<b>1/16/04</b>
		/ /
		/ /

NRPC 3158 word template

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Received by Human Resources

**Amtrak****Job Opportunity Application**

**For use by Current Amtrak Employees Only**  
 Applicants possessing the best combination of current skills and past job performance will be invited to interview for available positions. Only candidates with at least one year in their current position will be considered for other positions.

Title of Position Desired:  
**Inventory Service Officer**

Posting Notice Number:  
**50172570**

Location:  
**Philadelphia, PA**

Please complete all information and submit this form to arrive at your nearest Human Resources Office on or before the posting's expiration date. This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. Attach additional sheets if not enough room is provided for your data.

**PERSONAL INFORMATION**

Name: **Dennis J. Smith**

Street Address: **11 Coolidge Ave.**

City: **Sellersville**

Work Location: **Philadelphia**

State: **PA**

Zip: **18960**

Social Sec. No.: **171-44-4284**

Home Tel. No.: **215-258-5431**

Work Tel. No.: **728-2118**

Assigned Work Hours: **7:00AM to 4:00PM**

Assigned Work Days: **Monday thru Friday**

**EDUCATION**

Level	Did You Graduate?	Dates From/To	Degree/Major	School Name	Location/City/State
High School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>09 / / 1968</b> To: <b>06 / / 1972</b>	Academic	Father Judge High School for Boys	Philadelphia, PA
College	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>/ /</b> To: <b>/ /</b>			
Graduate School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>/ /</b> To: <b>/ /</b>			
Vocational School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>09 / / 1974</b> To: <b>06 / / 1978</b>	Machinist, 1 <sup>st</sup> Class	Eastern Montco VoTech	Montgomery County, PA
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>/ /</b> To: <b>/ /</b>			

**PRESENT JOB STATUS**

Present Job Title:

**Budget Analyst, NEC**

Supervisor's Name:

**Walt Heide**

Band/Zone  
**B-2**

Last Performance Rating:

**5.7**

Date of Last Rating:

**10 / 01 / 2002**

Supervisor's Title:  
**Director Business Operations**

May a Human Resources Department representative contact your supervisor regarding your interest in this position?  
☒ Yes ☐ No

Supervisor's Telephone No.: **728-1118**

**HUMAN RESOURCES USE ONLY - DO NOT ENTER DATA IN THIS SECTION**

Date:	Entered		Forwarded	
By:	By:	To:	Date:	

Note: It is the policy of the National Railroad Passenger Corporation to offer all employment opportunities without regard to race, color, religion, gender, age, national origin, disability, or veteran status.

NRPC 1764 (10/01) MSWord Template

**AMTRAK EMPLOYMENT HISTORY (List Current Position First)**

Dates From/To	Position Title	Supervisor and Department	Major Duties
From : 11 / / 2003 To: 10 / / 2003	Budget Analyst	W. Heide	Submission of Core and Capitol budgets and ensure that budgets are maintained as planned.
From : 06 / / 2000 To: 10 / / 2002	System Analyst	D. Crist	Submission of C&S Core budget and ensure that Capitol budget is maintained as planned. Ordering and tracking of equipment and materials for various C&S projects.
From : 04 / / 1999 To: 06 / / 2000	C&S Office Foreman	W. Bryan C&S	Input, update and maintain various FRA and Amtrak records
From : 06 / / 1998 To: 04 / / 1999	C&S Foreman - Maintenance	R.D. Slimbock C&S	Provide leadership and instruction on various C&S projects.

**OTHER EMPLOYMENT HISTORY**

Dates From/To	Position Title	Company	Major Duties
From : 09 / / 1988 To: 04 / / 1991	C&S Maintainer	Amtrak	Maintain, trouble shoot and required testing at various interlockings on the Philadelphia Division.
From : 09 / / 1983 To: 09 / / 1988	Class A Lineman	Amtrak	Maintain and revise catenary system on the Philadelphia Division.
From : / / To: / /			

**RELATIVES AT AMTRAK**

Do you or your spouse have any relatives currently employed at Amtrak? ☐ Yes ☒ No

If yes, you must complete the following information about these relatives.

Name	Relationship	Position/Department	Location

**APPLICANT'S QUALIFICATIONS** This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. The field below will expand to allow 5,500 characters. Attach additional sheets if necessary.

Please explain how you fulfill the posted skills and experience requirements for this position.

I currently hold the position of Budget Analyst, NEC. My working knowlegde of BRIO, AAMPS, FIS, Work Element Explorer, Excel and E-Trax prepares me to execute the stated duties. My 20 years of Amtrak service has provided me with a well rounded foundation to further my career.

**SIGNATURE****PLEASE READ THIS CAREFULLY:**

I certify that all information on this Job Opportunity Application is true. I understand and agree that if employed in a nonagreement position my employment and compensation can be terminated with or without cause, and/or without notice, at any time, at the option of either the company or myself. I have voluntarily submitted this form and consent to its processing according to Human Resources Department procedures. I further understand that it may be used to update permanent employee information in the Human Resources Information System.

Applicant's Signature

Date

11 Coolidge Ave.  
Sellersville, PA 18960

215-258-5431  
smithdj@amtrak.com

# Dennis J. Smith

---

## Experience

2000–2003 Amtrak NEC Philadelphia, PA

### **Budget Analyst, NEC**

- Responsible for timely submission of Core and Capitol Budgets and ensure that budgets are maintained as planned.
- Ensure that costs for various Capitol Projects are correctly applied and prepare journal entries.
- Prepare weekly GCAP project level and work element level spending summaries.
- Estimated various C&S Capitol Projects.
- Create material requests of C&S equipment for various Capitol and Reimbursable Projects and submit invoices.
- Create BRIO labor reports to ensure correct account coding and prepare journal entries.

1999–2000 Amtrak NEC Philadelphia, PA

### **Office Foreman C&S**

- Input, update, and maintain various FRA and Amtrak related databases and records.

1998–1999 Amtrak NEC Philadelphia, PA

### **Foreman C&S Maintenance**

- Provide leadership and instruction on various C&S projects.

1991–1998 Amtrak NEC Philadelphia, PA

### **Assistant Foreman C&S Trouble Desk**

- Responsible for coordinating all trouble calls for the entire Mid-Atlantic Division.

## Education

1968–1972 Father Judge High School Philadelphia, PA

- Academic Course

## Interests

Coaching baseball, weight lifting, and running.

## Qualifications

My 20 years of Amtrak service in the C&S and ET Departments has provided me with a well-rounded foundation to further my career. I was a team member which developed a tool for estimating currently being used

by the C&S Dept. My working knowledge of a wide variety of software applications (i.e. Excel, AAMPS, BRIO, FIS, Work Element Explorer, E-Trax) prepares me to execute the stated duties of the position. I would like to take on new challenges and contribute to the future success of Amtrak.

PROCUREMENT

03/25 '04 14:06 NO.236 02/04



5555327

## PERSONNEL ACTION REQUEST

Conflict Of Interest?	Training Required?
Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Current Information

Payroll Area <b>02</b>	Social Security Number -- --	Personnel No. <b>18079</b>	LAST Name <b>Finley</b>	FIRST Name <b>Regina</b>	M.I.
Job Code <b>91342</b>	Position Title <b>Contracting Agent</b>	Department <b>Procurement &amp; Mat'l Mgmt.</b>	Personnel Area <b>NE1</b>	Band/ Zone <b>C1</b>	Cost Center <b>4831</b>
			Emp. Sub Group		

## Action Requested

<input type="checkbox"/> New Hire	<input type="checkbox"/> Transfer between Management/Union	<input type="checkbox"/> Leave of Absence Paid (Management)	<input type="checkbox"/> Termination
<input type="checkbox"/> Rehire/Reinstatement	<input type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence Unpaid	<input type="checkbox"/> Retirement
<input checked="" type="checkbox"/> Transfer/Organization Change	<input type="checkbox"/> Leave of Absence Paid (Union)	<input type="checkbox"/> Return from Leave	

## Action Reason Code

Code	Reason <b>Mgmt. Lateral</b>	Effective Date: <b>16</b> Month <b>4</b> Day <b>1</b> Year <b>2004</b>
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## New Job Code and Salary Information

Job Code <b>63661</b>	Position Title <b>Inventory Services Officer</b>	CDL <input type="checkbox"/> Yes <input type="checkbox"/> No	Position No. <b>5017257</b> <b>0</b>	Personnel Subarea	Band/Zone <b>C1</b>
Hours of Service Job Category	<input type="checkbox"/> Not Applicable (0) <input type="checkbox"/> Block Operator (4)	<input type="checkbox"/> Engineer (1) <input type="checkbox"/> Signalman (5)	<input type="checkbox"/> Trainmen (2) <input type="checkbox"/> Cab Signal/ATS Electrician (6)	<input type="checkbox"/> Train Dispatchers/Director (3) <input type="checkbox"/> Locomotive Mover/Helper (7)	
Hire Date Month Day Year	Current Salary/Rate Of Pay <b>\$ 50,700</b>	New Salary/Rate Of Pay <b>\$ 50,700</b>	Work Hours (Part Time)		

## Job Assignment

Cost Center <b>4901</b>	Function <b>1121</b>	Work Order No.	FIS Location <b>3451</b>	Payroll Area	Shift	Work Schedule	Gang	Site Code <b>47006</b>	Chock Seq. <b>PHL59</b>
Work Phone No.	ATS No.	Original RR Hire Date Month Day Year		Prior RR Code	Personnel Area <b>NE1</b>	Department <b>Proc. &amp; Mat'l Mgmt.</b>			
Emp Sub Group	Vacation Eligibility Date Month Day Year		Craft Seniority Date Month Day Year		ARSA Hire Date Month Day Year				

## Performance Evaluation Information

Last Performance Review Date: Month Day Year	Next Performance Review Date: Month Day Year
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## Termination Information/Allowances

Allowances	Eligible For Rehire?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain In Remarks)
Vacation Hours Due	Outstanding Advance?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain 'Yes' Answer In Remarks)
Sick Hours Due	All Properties Collected?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain In Remarks)
Severance Pay Due	Fill Vacant Position?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notice Pay Due		

## Short-Term Disability Benefits

First \_\_\_\_ days at 100% pay  
\_\_\_\_ Days at 100% pay less RUIA \_\_\_\_ Days at 80% pay less RUIA  
RUIA Benefits at \$ \_\_\_\_ per day

## Relocations

Approved for Benefits Yes No  
Level of Benefits: Tier I Tier II Tier III

## Remarks

X
---

## Approval Signatures

Supervisor's Name	Phone No.	Human Resources Approval	Date:
Signature <i>[Signature]</i>	Date: <b>3/25/04</b>	<i>[Signature]</i>	<b>3/25/04</b>
Department Approval Michael Riccazi	Date	Entered By	Date:

Instructions: Complete form, print and secure department approvals. Retain signed copy for department records and forward original to Human Resources.

NRPC 2000 (10/02) Word Template

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MAR 30 2004 2:45PM

SSS5327: R. Finley - Inventory Services Officer (Phila)

NO. 587 P. 19

Page 1 of 1

## Staff Summary Sheet - SSS5327

<b>Requester:</b> MARIE WALKER-RUGGHIA		<b>Executive Officer:</b> MICHAEL RIENZI	
<b>Title:</b> Manager Budget Planning		<b>Department Head:</b> DAVID HERENDEEN	
<b>Extension:</b> 8-728-1288		<b>Director/Manager:</b> JOSEPH SOUSAIII	
<b>Date Submitted:</b> 3/24/2004		<b>Date Approved:</b>	
<b>Purpose:</b> Request approval of Personnel Action Request to place Ms. Regina Finley into the position of Inventory Services Officer M/W in Philadelphia.			
<b>Discussion:</b> This position was recently advertised and Ms. Finley either met or exceeded all job requirements. The Candidate Selection Justification form and Personnel Action Request (form 2000) are included as attachments.			
<b>Alternatives:</b> None			
<b>Funding:</b> Funding for this position has been included in the FY04 operating budget and is also included in the authorized headcount of chart 11.1.3.			
<b>Recommendations:</b> Approve this request.			

Routing Flow			
Routing	Approver	Concur	Non-Concur
	Sr. VP - Operations		
	Chief Engineer		
	Chief Financial Officer		
	Chief Mechanical Officer		
	Chief System Safety and Security		
	General Counsel & Corp. Sec.		
	Inspector General		
	VP - Business Diversity		
	VP - Government Affairs & Policy		
02	VP - Human Resources	X	
	VP - Labor Relations		
	VP Marketing and Sales		
	VP - Planning & Bus. Dev.		
01	VP - Procurement & Mat. Mgmt.	X	
	VP - Transportation		

President and CEO Response	
Final Approver	Action Required
President and CEO	Awaiting full approval

DTG  
3-30-04

PROCUREMENT

03/25 '04 14:06 NO.236 03/04  
5555321

## Candidate Selection Justification

Position Title <b>Inventory Services Officer</b>			Department <b>Procurement &amp; Mat. Mgmt.</b>	
Posting Number <b>50172570</b>	Band/Zone <b>C-1</b>	Location <b>Phila</b>	Interview Date <b>03 / 19 / 2004</b>	
Interview Process <input type="checkbox"/> One-on-One <input checked="" type="checkbox"/> Panel <input type="checkbox"/> Telephone <input type="checkbox"/> Other				

## Interview Participants

<b>Lonnie Perkins</b>	<b>Procurement &amp; Material Management Dept.</b>
<b>Mark Gryan</b>	<b>Procurement &amp; Material Management Dept.</b>

## Candidates Interviewed

Name	*Race	Sex	
<b>Edwina Valentine</b>	<b>Black</b>	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female
<b>Regina Finley</b>	<b>White</b>	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female
<b>Charles Reuss</b>	<b>White</b>	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female
		<input type="checkbox"/> Male	<input type="checkbox"/> Female
		<input type="checkbox"/> Male	<input type="checkbox"/> Female
		<input type="checkbox"/> Male	<input type="checkbox"/> Female
		<input type="checkbox"/> Male	<input type="checkbox"/> Female
		<input type="checkbox"/> Male	<input type="checkbox"/> Female
		<input type="checkbox"/> Male	<input type="checkbox"/> Female
		<input type="checkbox"/> Male	<input type="checkbox"/> Female

- ☐ American Indian or Alaskan Native    ☐ Asian    ☐ Native Hawaiian or Other Pacific Islander    ☐ Black or African American    ☐ White  
☐ Hispanic or Latino (All races)    ☐ Hispanic or Latino (White race only)    ☐ Hispanic or Latino (All other races)

## Selected Candidate

<b>Regina Finley</b>	<b>White</b>	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female
----------------------	--------------	-------------------------------	--

## Selection Justification

Regina Finley either meets or exceeds all job qualifications and is the best candidate for this position. She had the most diversified purchasing and inventory materials management background of any candidate that was interviewed. She has extensive knowledge of the AAMPS inventory system and also has 11 years of experience in all aspects of purchasing functions as a Contracting Agent in the Philadelphia Procurement Department.

Proposed Effective Date <b>04 / 01 / 2004</b>	Proposed Salary	<input type="checkbox"/> Salary Increase	% Increase	<input checked="" type="checkbox"/> Lateral With No Increase
--	-----------------	--	------------	--

## Salary Justification

## Approval Signatures

Name	Signature	Date
<b>Michael J. Rienzi</b>		<b>3/25/04</b>
		/ /
		/ /

NRPC 3158 word template

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Received by Human Resources

Amtrak  
MAR 11 2004**Job Opportunity Application**

For use by Current Amtrak Employees Only

Applicants possessing the best combination of current skills and past job performance will be invited to interview for available positions. Only candidates with at least one year in their current position will be considered for other positions.

Title of Position Desired:

Inventory Services Officer -  
M/W

Posting Notice Number:

50172570

Location:

Philadelphia

Please complete all information and submit this form to arrive at your nearest Human Resources Office on or before the posting's expiration date. This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. Attach additional sheets if not enough room is provided for your data.

**PERSONAL INFORMATION**

Name: Regina A Finley			Social Sec. No.: 167-42-8133	
Street Address: 44 Ice Pond Rd			Home Tel. No.: (267) 738-3679	
			Work Tel. No.: (215) 349-1207	
City: Levittown	State: PA	Zip: 19057	Assigned Work Hours: 8:00 am - 5:00 pm	
Work Location: Philadelphia, PA			Assigned Work Days: Monday thru Friday	

**EDUCATION**

Level	Did You Graduate?	Dates From/To	Degree/Major	School Name	Location/City/State
High School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: 09 / 05 / 1965 To: 06 / 07 / 1969	Business	Bishop Conwell H.S.	Levittown, PA
College	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	From: / / To: / /			
Graduate School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: / / To: / /			
Vocational School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: / / To: / /			
Other	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: / / To: / /	NAPM Courses	Penn State Ogontz	Abington Campus

**PRESENT JOB STATUS**

Present Job Title: Contract Agent		Band/Zone C-1	Last Performance Rating: 4.7	Date of Last Rating: 01 / 07 / 2003
Supervisor's Name: Larry Beddis		Supervisor's Title: Director		
May a Human Resources Department representative contact your supervisor regarding your interest in this position? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Supervisor's Telephone No.: (215) 349-1222				

**HUMAN RESOURCES USE ONLY - DO NOT ENTER DATA IN THIS SECTION**

Entered		Forwarded	
Date:		By:	Date:
By:		To:	

Note: It is the policy of the National Railroad Passenger Corporation to offer all employment opportunities without regard to race, color, religion, gender, age, national origin, disability, or veteran status.

NRPC 1764 (10/01) MSWord Template

**AMTRAK EMPLOYMENT HISTORY (List Current Position First)**

Dates From/To	Position Title	Supervisor and Department	Major Duties
From : / / To: / /			"See Attach"
From : / / To: / /			
From : / / To: / /			
From : / / To: / /			

**OTHER EMPLOYMENT HISTORY**

Dates From/To	Position Title	Company	Major Duties
From : / / To: / /			
From : / / To: / /			
From : / / To: / /			

**RELATIVES AT AMTRAK**

Do you or your spouse have any relatives currently employed at Amtrak? ☐ Yes ☒ No  
 If yes, you must complete the following information about these relatives.

Name	Relationship	Position/Department	Location

**APPLICANT'S QUALIFICATIONS** This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. The field below will expand to allow 5,500 characters. Attach additional sheets if necessary.

Please explain how you fulfill the posted skills and experience requirements for this position.  
 My current position as an experienced Contract Agent has given me extensive interaction with the Inventory Service Officers and having established an excellent rapport will only prove to benefit me in this position. In addition, my interested in this position would afford me personal and professional growth within the Materials Management Department. I have strong analytical, problem solving and interpersonal skills. I am highly motivated with a strong work ethic, available as needed for training, travel, overtime, etc. My experience, qualifications, professional appearance, the interpersonal communication skills I possess will enable me to become a contributing team member to the Materials Management Staff.

**SIGNATURE****PLEASE READ THIS CAREFULLY:**

I certify that all information on this Job Opportunity Application is true. I understand and agree that if employed in a nonagreement position my employment and compensation can be terminated with or without cause, and/or without notice, at any time, at the option of either the company or myself. I have voluntarily submitted this form and consent to its processing according to Human

Resources Department procedures. I further understand that it may be used to update permanent employee information in the Human Resources Information System.

*Regina Tuley*  
Applicant's Signature

*3-11-04*  
Date

Regina Finley  
44 Ice Pond Rd  
Levittown, PA 19057

Finleyr@amtrak.com

#### Education

Completed NAPM courses which were sponsored by Penn State Ogontz Abington Campus. Attended several classes on Cost and Price Analysis and Ethics in Procurement. Plan to acquire C.P.M. Certification during the next year. In the past two years attended NAPM sponsored seminars and classes, which focused on Supplier Negotiation, Analysis of Financial Statement and other pertinent topics related to the Procurement industry.

#### Experience

National Railroad Passenger Corporation

1979 to Present

Contract Manager

1993 to Present

In my current position as a Contract Manager I am responsible for the Purchasing of various commodities and services for the replenishment of inventory that support Amtrak's Capital and Maintenance Programs. Duties include soliciting and negotiating contract pricing and resolving payment or delivery schedule problems. In the last year I have been part of the eProcurement Group that has introduced the "Reverse Auction" process as a way for suppliers to submit pricing using Internet Tools.

I am directly responsible for managing the eTrax catalog for the C.L.Pressor contract for the purchasing of expense hand tools and hardware.

I have had the experience as a member of the team that was involved with insourcing efforts for the rehabilitation of 364 Breda Series 2000 and 3000 cars. After extensive negotiations and an agreed upon bid price, Amtrak was unsuccessful in securing the business. The efforts and enthusiasm while working on this project served as an invaluable experience with regards to not only the pricing and sourcing of components but the development of a comprehensive requirements document.

In my work as a Contract Agent I have applied my skills, experience, initiative, and creativity to identify areas of cost savings whenever possible for Amtrak.

Purchasing Coordinator

1990 to 1993

While working in my position as Purchasing Coordinator I was instrumental in the development and conversion of AAMS to the AAMPS system, which included the conversion of the Backlog,

Vendor Performance, Open order, MR Elapse Time and Miscellaneous Reports from Focus to Query writer. I was instrumental in the conversion of the Blanket Purchase Agreements from AMMS to the AAMPS system. In addition I supervised fourteen non-exempt employees of the clerical staff in the Purchasing Department. My knowledge and dedication have positively impacted the migration to the AAMPS system.

#### Inventory Control Planner

1988 to 1990

Working in the Materials Control Department of Materials Management as an Inventory Control Planner, I was responsible for monitoring usage and on-hand quantities of inventory items to determine ordering quantities for inventory replenishment for Amtrak Material locations. My duties included the generation of material requests to support inventory levels and the periodic renewal of Automated Agreements that were based on replenishment plans (Auto-Gen)

#### Purchase Order Clerk

1984 to 1988

As a Purchase Order Clerk I have gained hands on experience with the AAMS system and 8100 Word Processing. My extensive experience with AMMS has enabled me to troubleshoot and resolve problems for a wide range of material and purchasing related activities. I have a strong understanding of the overhead operation of the Procurement Department from the years of experience in this department.

1979 to 1984

#### Customer Service

Served as a Customer Service Representative as a result, I have a basic understanding of the Arrow System.

Received by Human Resources

**Job Opportunity Application**

For use by Current Amtrak Employees Only

Applicants possessing the best combination of current skills and past job performance will be invited to interview for available positions. Only candidates with at least one year in their current position will be considered for other positions.

Title of Position Desired: **AMIRAK-PENN-****PHIL- INVENTORY SVCS OFFICER**  
**M/W (2)**Posting Notice Number:  
**50172570**

Location:

**PHIL, PA**

Please complete all information and submit this form to arrive at your nearest Human Resources Office on or before the posting's expiration date. This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. Attach additional sheets if not enough room is provided for your data.

**PERSONAL INFORMATION**

Name: <b>ALVIA L. LACY</b>		Social Sec. No.: <b>215-68-0127</b>
Street Address: <b>1306 JERVIS SQ,</b>		Home Tel. No.: <b>410-272-4819</b>
		Work Tel. No.: <b>302 834-2769</b>
City: <b>BELCAMP</b>	State: <b>MD</b>	Zip: <b>21017</b>
Work Location: <b>BEAR, DE</b>		Assigned Work Hours: <b>6-2</b>
Assigned Work Days: <b>MON-FRI</b>		

**EDUCATION**

Level	Did You Graduate?	Dates From/To	Degree/Major	School Name	Location/City/State
High School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>9 / 3 / 70</b> To: <b>6 / 7 / 74</b>	<b>HIGH SCHOOL DIP.</b>	<b>ABERDEEN SR. HIGH</b>	<b>ABERDEEN, MD 21001</b>
College	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>6 / 1 / 83</b> To: <b>12 / 1 / 86</b>	<b>BS BUSINESS ADMINISTRATION</b>	<b>UNIVERSITY OF MARYLAND</b>	<b>COLLEGE PARK, MD</b>
Graduate School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>/ /</b> To: <b>/ /</b>			
Vocational School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>1 / 1 / 76</b> To: <b>8 / 1 / 76</b>		<b>AIRCO TEC INST.</b>	<b>BALTIMORE, MD</b>
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>/ /</b> To: <b>/ /</b>			

**PRESENT JOB STATUS**

Present Job Title: <b>CARREPAIR-PERSON</b>	Band/Zone <b>BEAR, DE</b>	Last Performance Rating: <b>N/A</b>	Date of Last Rating: <b>/ /</b>
Supervisor's Name: <b>MR J. WALTERS</b>		Supervisor's Title: <b>MANAGER</b>	
May a Human Resources Department representative contact your supervisor regarding your interest in this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Supervisor's Telephone No.:			

**HUMAN RESOURCES USE ONLY - DO NOT ENTER DATA IN THIS SECTION**

Entered		Forwarded	
Date:		By:	Date:
By:		To:	

Note: It is the policy of the National Railroad Passenger Corporation to offer all employment opportunities without regard to race, color, religion, gender, age, national origin, disability, or veteran status.

NRPC 1764 (10/01) MSWord Template

**AMTRAK EMPLOYMENT HISTORY (List Current Position First)**

Dates From/To	Position Title	Supervisor and Department	Major Duties
From : 8 / / 83 To: 1 / / 88	TRACK -PERSON	TRACK	MAINTAIN AND REPAIR TRACK LOCATIONS WITHIN THE NEC.
From : 1 / / 88 To: / /	CARREPAIR-PERSON	MECHANICAL	REPAIR, AND MAINTAIN AMF I & II, IN ADDITION TO AIR BRAKE DUTIES.
From : / / To: / /			
From : / / To: / /			

**OTHER EMPLOYMENT HISTORY**

Dates From/To	Position Title	Company	Major Duties
From : 7 / / 97 To: / / 99	CSR	MCC	COMPLETE DUTIES IN SALES, BANK DEPOSITS, CLOSINGS, AND TRANSACTIONS, AS RELATED TO CENTER.
From : / / To: / /			
From : / / To: / /			

**RELATIVES AT AMTRAK**

Do you or your spouse have any relatives currently employed at Amtrak? ☐ Yes ☒ No  
If yes, you must complete the following information about these relatives.

Name	Relationship	Position/Department	Location
N/A			

**APPLICANT'S QUALIFICATIONS** This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. The field below will expand to allow 5,500 characters. Attach additional sheets if necessary.

Please explain how you fulfill the posted skills and experience requirements for this position.

**I FULFILL THE POSTED SKILLS AND EXPERIENCE REQUIRED FOR THIS POSITION, BASED ON MY BACHELORS DEGREE IN BUSINESS ADMINISTRATION, AND MY EXPERIENCE, AND TECHNICAL BACKGROUD IN THE FIELD OF MECHANICAL OPERATIONS, MAINTENANCE PROCEDURES, FRA, AND SAFETY REGULATUION. I HAVE AMPLE KNOWLEDGE OF AAMPS SYSTEM, MATERIAL MANAGEMENT, AND SIGNATURE INVENTORY CONTROL. IN ADDITION, I HAVE EXCELLENT COMMUNICATION SKILLS . PLEASE READ THIS CAREFULLY.**

I certify that all information on this Job Opportunity Application is true. I understand and agree that if employed in a nonagreement position my employment and compensation can be terminated with or without cause, and/or without notice, at any time, at the option of either the company or myself. I have voluntarily submitted this form and consent to its processing according to Human Resources Department procedures. I further understand that it may be used to update permanent employee information in the Human Resources Information System.

*Alvin R. Racy*

11/3/03



RESUME

Alvia L. Lacy

1306 Jervis SQ.  
Belcamp, Maryland 21017  
(410) 272-4819-Home

EDUCATION: University of Maryland, University College,  
College Park, Maryland. Bachelor of Science  
Degree, Business Administration/Management, 1986.

INTERPERSONAL  
SKILLS: Ability to implement effective procedures towards  
a given project objective. I interact well with  
others, and can successfully communicate, and  
direct.

RELATED  
SKILLS: I have ample knowledge of railroad operating  
practices, rules, federal regulations, and  
standards. I have a valid state drivers  
license. In addition I served on the Amtrak Bear  
facility safety committee as a safety member.

EXPERIENCE: AMTRAK-8/83-1/88, Trackman, Duties completed  
were those required by a trackman while assigned  
to designated unites (high-speed surfacing,  
track, undercutter, P.R.S., tie Rehab., and  
maintenance.


AMTRAK-1/88-Present-Car Repairman, Duties  
include the maintenance and overhaul of  
AM Fleet I & II passenger cars.

COMPLETED  
SAFETY &  
REGULATORY  
TRAINING  
COURSES:


Blue Signal Protection Course # CSG-009  
Fire Extinguisher, Basic Course # CSP-006  
Handling Employee Injuries, CSA-103  
Fork Lift Operations, CSV-100  
Hazard Communication (Right-to-Know) CHS-103  
Introduction to Amtrak's Comprehensive  
Sanitation Plan, Course # CGG-001  
Lockout/Tagout Procedures, CSG-103  
MCM-002, Car Watrering, MCM 009-Drain & Rinse  
MCM 004- Car Cleaning  
FR 49CFR-229 & 238  
Train Brake Tests


92372


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 **Job Description**

**Job Reference #50173640**

**Amtrak - Delaware-Wilmington - Officer Transportation Supp Proj-eff 11/21/03**

**Position is only open to internal candidates!**

POSITION: Officer-Transportation Support Projects

DEPARTMENT: System Operations

LOCATION: Wilmington, DE

BAND/ZONE RATE OF PAY: C2 \$47,000.00 minimum

POSITION NO: 50173640

**INTERNAL APPLICANTS ONLY**

**DUTIES:** Effectively manage the reconciliation and invoicing of major reimbursable and capital work train expenses in three major Operating Divisions resulting in significant revenues for Amtrak. While managing this critical function, the position acts as the liaison between Train Movements, Payroll Verification, Crew Assignments, Engineering and Finance departments. It performs oversight functions for all Maintenance of Way support train activity. Centrally managing the associated T&E Request process, the position performs the labor reconciliation process as well as identifies, quantifies, codes and prices invoices for all work train expenses, and reconciles associated field documents with Amtraks Financial Information System. The position also hosts monthly meetings with outside contracting agencies in order to justify invoicing in line with reimbursement terms mandated in the contracts with those agencies. Additionally, the position monitors for compliance the work train fueling and servicing activity.

**EDUCATION:** Bachelor Degree in business administration, operations management, transportation management, project management or related field or the equivalent combination of education, training and/or experience.

**WORK EXPERIENCE:** Demonstrated experience in railroad operations. Extensive experience in railroad operations in a management capacity, which is to include train operations, equipment utilization, project management, contract management and Amtraks financial system.

**OTHER REQUIREMENTS:** Strong organization and planning skills. Prior satisfactory job performance required.

**COMMUNICATION AND INTERPERSONAL SKILLS:** Proven ability to interface effectively with all internal and external contacts. Some experience in working with multiple team members, including senior staff.

**SUPERVISORY RESPONSIBILITIES:** None.

**TRAVEL:** 25%.

**INTERNAL AMTRAK EMPLOYEES MUST COMPLETE A JOB OPPORTUNITY APPLICATION TO APPLY FOR THIS POSITION.**

**Salary Range:** \$47,000.00 - \$81,600.00 / Annually  
**Salary Band:** C2  
**Last Date to Apply:** 2003-11-28  
**Years of Experience:** 5 - 10  
**Specialty:** System Operations  
**Employment Type:** Direct Hire, Full Time

**Travel Requirements:** Low  
**Relocation Benefits may Apply:** Yes  
**Classification:** Non-Agreement  
**Referral Bonus:** 1500 pts



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Go to



# PERSONNEL ACTION REQUEST

Conflict Of Interest? Yes <input type="checkbox"/> No <input type="checkbox"/>	Training Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

## Current Information Must Be Completed

Payroll Area <b>05</b>	Social Security Number — — — — —	Personnel No. <b>41200</b>	LAST Name <b>Murray</b>	FIRST Name <b>Albert</b>	M.I.
Job Code <b>81682</b>	Position Title <b>Supervisor-Audits</b>	Department <b>Inspector General</b>	Personnel Area <b>HQ01</b>	Band/Zone <b>C-2</b>	Cost Center <b>5012</b>
			Emp. Sub Group		

## Action Requested Must Be Completed

<input type="checkbox"/> New Hire	<input type="checkbox"/> Transfer between Management/Union	<input type="checkbox"/> Leave of Absence Paid (Management)	<input type="checkbox"/> Termination
<input type="checkbox"/> Rehire/Reinstatement	<input type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence Unpaid	<input type="checkbox"/> Retirement
<input checked="" type="checkbox"/> Transfer/Organization Change	<input type="checkbox"/> Leave of Absence Paid (Union)	<input type="checkbox"/> Return from Leave	

## Action Reason Code

Code <b>H1</b>	Reason <b>Management Transfer</b>	Effective Date Month <b>1</b> Day <b>16</b> Year <b>2004</b>
-------------------	--------------------------------------	---

## New Job Code and Salary Information

Job Code <b>92372</b>	Position Title <b>Officer-Transp. Supp. Projects</b>	HOS <input type="checkbox"/> Yes <input type="checkbox"/> No	CDL <input type="checkbox"/> Yes <input type="checkbox"/> No	Position No. <b>50173640</b>	Personnel Subarea	Band/Zone <b>C-2</b>
Hire Date Month Day Year	Current Salary/Rate Of Pay <b>\$ 53,000.00</b>	New Salary/Rate Of Pay <b>\$ 58,000.00</b>	Work Hours (Part Time)			

## Job Assignment

Cost Center <b>5012</b>	Function <b>1601</b>	Work Order No.	FIS Location <b>4102</b>	Payroll Area <b>05</b>	Shift	Work Schedule	Gang	Site Code <b>041001</b>	Check Seq. <b>WNO21</b>
Work Phone No. <b>302/683-2100</b>	ATS No. <b>734-2100</b>	Original RR Hire Date Month Day Year		Prior RR Code	Personnel Area <b>NE8</b>	Department <b>Sys. Operations</b>			
Emp Sub Group	Vacation Eligibility Date Month Day Year		Craft Seniority Date Month Day Year		ARSA Hire Date Month Day Year				

## Performance Evaluation Information For Management Transactions Only

Last Performance Review Date: Month Day Year	Next Performance Review Date: Month Day Year
---	---

## Termination Information/Allowances Must Complete For All Termination Actions

Allowances	Eligible For Rehire?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain In Remarks)
Vacation Hours Due	Outstanding Advance?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain 'Yes' Answer In Remarks)
Sick Hours Due	All Properties Collected?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain In Remarks)
Severance Pay Due	Fill Vacant Position?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notice Pay Due		

## For Human Resources Only

Short-Term Disability Benefits First _____ days at 100% pay _____ Days at 100% pay less RUIA RUIA Benefits at \$ _____ per day	Relocations Approved for Benefits Level of Benefits:	Yes Tier I	No Tier II	Tier III
---	--	---------------	---------------	----------

## Remarks

## Approval Signatures

Supervisor's Name <b>J. S. Tainow</b> Signature	Phone No. <b>734-2219</b> Date: <b>1/06/04</b>	Human Resources Approval 	Date:
Department Approval <b>E. V. Walker</b> 	Date: <b>1/7/04</b>	Entered By 	Date:

Instructions: Complete form, print and secure department approvals. Retain signed copy for department records and forward original to Human Resources.  
NRP 2000 (02/01) Word Template

## CANDIDATE SELECTION JUSTIFICATION

Position: Officer-Transp. Support Projects

Location: Wilmington, DE

Posting #: 50173640

Band/Zone: C-2

Interview Process: ☐ One-on-one  
☒ Panel  
☒ Telephone (Strolis only)  
☐ Other

Interview Date: 12/22/2003  
 (12/23/2003-Strolis only)

Interview Participants: Thom Chawluk  
 Paul Woodford

Candidates Interviewed: Albert Murray(B/M)  
 (include race/sex) Audrey King(B/F)  
 Mark Bagosy(W/M)  
 John Mattoccia(W/M)  
 Renee Strolis(W/F)

Selected Candidate: (include race/sex)

Albert Murray(B/M)

Selection Justification: Mr. Murray was by far the most qualified applicant and best interview. He worked an almost identical position while in the Engineering Department(although with somewhat less responsible duties). He was the only individual who met all of the requirements of the position and will not require any training to begin working this position.

Proposed Effective Date: 1/16/2004

Proposed Salary: \$58,000

X Salary Increase

10% Increase

☐ Lateral w/no Increase

Salary Justification: This position will add over \$1 million to Amtrak's bottom line, and will have to develop, deliver, and justify work train billings to our reimbursable customers. He will be working closely and have indirect oversight with the Manager-Freight Services, who is a C-1 making \$58,000. In addition, Mr. Murray did not qualify for the COLA in FY03, and with his last rating being a "6" would most certainly qualify him for one this year. He will be assuming more job responsibilities than in his previous positions, and will be Amtrak's representative at meetings with our reimbursable customers to justify billings that will add directly to Amtrak's bottom line. Further, there will be no relocation costs necessary for this selection.

Approval Signatures: JATDate: 1/6/04



# PERSONNEL ACTION REQUEST

Conflict Of Interest? Yes <input type="checkbox"/> No <input type="checkbox"/>	Training Required? Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--

## Current Information ~~Must Be Completed~~

Payroll Area 05	Social Security Number — —	Personnel No. 30898	LAST Name King	FIRST Name Audrey	M.I.
Job Code 63011	Position Title Finance Manager	Department Finance	Personnel Area NE01	Band/ Zone C-2	Cost Center 0876

## Action Requested ~~Must Be Completed~~

<input type="checkbox"/> New Hire	<input type="checkbox"/> Transfer between Management/Union	<input type="checkbox"/> Leave of Absence Paid (Management)	<input type="checkbox"/> Termination
<input type="checkbox"/> Rehire/Reinstatement	<input type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence Unpaid	<input type="checkbox"/> Retirement
<input checked="" type="checkbox"/> Transfer/Organization Change	<input type="checkbox"/> Leave of Absence Paid (Union)	<input type="checkbox"/> Return from Leave	

## Action Reason Code

Code H1	Reason Management Transfer	Effective Date Month 4 Day 1 Year 2004
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## New Job Code and Salary Information

Job Code 92372	Position Title Officer-Transp. Supp. Projects	HOS <input type="checkbox"/> Yes <input type="checkbox"/> No	CDL <input type="checkbox"/> Yes <input type="checkbox"/> No	Position No. 50173640	Personnel Subarea	Band/ Zone C-2
Hire Date Month Day Year	Current Salary/Rate Of Pay \$ 57,000.00	New Salary/Rate Of Pay \$ 58,800.00	Work Hours (Part Time)			

## Job Assignment

Cost Center 5012	Function 1601	Work Order No.	FIS Location 4102	Payroll Area 05	Shift	Work Schedule	Gang	Site Code 041001	Check Seq WNO21
Work Phone No. 302/683-2100	ATS No. 734-2100	Original RR Hire Date Month Day Year			Prior RR Code	Personnel Area NE8	Department Sys. Operations		
Emp Sub Group	Vacation Eligibility Date Month Day Year			Craft Seniority Date Month Day Year			ARSA Hire Date Month Day Year		

## Performance Evaluation Information ~~For Management Transactions Only~~

Last Performance Review Date: Month Day Year	Next Performance Review Date: Month Day Year
---	---

## Termination Information/Allowances ~~Must Complete For All Termination Actions~~

Allowances	Eligible For Rehire?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Explain In Remarks)
Vacation Hours Due	Outstanding Advance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Explain 'Yes' Answer In Remarks)
Sick Hours Due	All Properties Collected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Explain In Remarks)
Severance Pay Due	Fill Vacant Position?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notice Pay Due			

## For Human Resources Only

Short-Term Disability Benefits First _____ days at 100% pay _____ Days at 100% pay less RUIA RUIA Benefits at \$ _____ per day	Relocations Approved for Benefits Level of Benefits:	Yes Tier I	No Tier II	Tier III
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## Remarks

## Approval Signatures

Supervisor's Name J. S. Tainow	Phone No. 734-2219	Human Resources Approval Ψ	Date:
Signature Ψ	Date: 3/15/04	Entered By Ψ	Date:
Department Approval E. V. Walker	Date: 3/15/04		

Instructions: Complete form, print and secure department approvals. Retain signed copy for department records and forward original to Human Resources.  
NRPC 2000 (02/01) Word Template

### CANDIDATE SELECTION JUSTIFICATION

**Position:** Officer-Transp. Support Projects  
**Location:** Wilmington, DE

**Posting #:** 50173640

**Band/Zone:** C-2

**Interview Process:** ☐ One-on-one  
☒ Panel  
☒ Telephone (Strolis only)  
☐ Other

**Interview Date:** 12/22/2003  
(12/23/2003-Strolis only)

**Interview Participants:** Thom Chawluk  
Paul Woodford

**Candidates Interviewed:** Albert Murray(B/M)  
(include race/sex) Audrey King(B/F)  
Mark Bagosy(W/M)  
John Mattoccia(W/M)  
Renee Strolis(W/F)

**Selected Candidate:** (include race/sex) Audrey King (B/F)

**Selection Justification:** Ms. King was the most qualified applicant and interviewed well. She works a similar position presently in the Finance Department (although with somewhat less responsible duties). She was one of two individuals who met all of the requirements of the position and will not require any training to begin working this position.

**Proposed Effective Date:** 4/1/2004

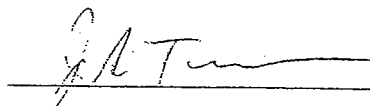
**Proposed Salary:** \$58,800

☒ Salary Increase 3.2% Increase

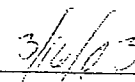
☐ Lateral w/no Increase

**Salary Justification:** This position will add over \$1 million to Amtrak's bottom line, and will have to develop, deliver, and justify work train billings to our reimbursable customers. She will be working closely and have indirect oversight with the Manager-Freight Services, who is a C-1 making \$58,000. In addition, Ms. King's taxes will increase with this move so her disposable income will remain approximately the same with this increase. She will be assuming more job responsibilities than in her previous position, and will be Amtrak's representative at meetings with our reimbursable customers to justify billings that will add directly to Amtrak's bottom line. Further, there will be no relocation costs necessary for this selection.

**Approval Signatures:**



**Date:**





Job Reference # 50175062

**Amtrak - Washington-DC - HSR SUPERVISING TECHNICIAN (EFF 01/06/04)**

Position: HSR Supervising Technician (Eff 01/06/04)

Department: High Speed Rail, Mechanical

Location: Washington, DC

Rate of Pay: Per Agreement

Position No.: 50175062

Internal & External Applications.

Summary of Duties:

After receiving training on all trainset mechanical and electrical systems, supervising technicians must be able to interpret diagnostic readouts and reports, and be capable of developing work assignments and material requirements to assure equipment servicing and repairs are performed in the most efficient manner. They must also possess the ability to navigate the existing data systems to record various data. Must stay technically informed of changes to equipment. They shall be expected to create a team environment and assign work based upon a team approach to ensure efficient work performance. They may be required to assist team members in the performance of work.

Education (must have):

High School Diploma.

Education (preferred):

Technical or trade school.

Work experience (must have):

Some Mechanical or Electrical Experience.

Work experience (preferred):

Supervisor Experience in Electrical or Mechanical Field.

Other requirements:

Must be work keys qualified.

Supervisory responsibilities: 20

Travel: No

Job Notes

**Last Day to Apply: 01/13/2004**

**Job Category: Mechanical**

**Years of Experience: 1- 5**

**Travel Requirements: None**

**A405**

## NATIONAL RAILROAD PASSENGER CORPORATION

## CLOSED UNION VACANCIES

FROM 01/06/2004 TO 12/31/9999

DATE: 06/13/2004

PAGE NO: 1

SER/DEPT	VACANCY	VACANCY DESCRIPTION	REQ PERM STB	APPLICANT NAME	INT	EXT ETHNICITY	ED. LEVEL	CENT TYPE	STAT	ASGN	ASGN N E	ASGN T I	ASGN BAND	HIRE/TRANSF	DATE
MECHANICAL OPERATION 50175062 HIGH SPEED SPVX TECH	01	EA03 0004 16846825 THOMAS L. KENT			I	BLACK/AFRI	HIGH SCHOOL	HIGH SCHOOL	5	42	Y	M	UNION	04/01/2004	
MECHANICAL OPERATION 50175062 HIGH SPEED SPVX TECH	01	EA03 0004 146647825 JOSEPH NOTIO			E	WHITE	HIGH SCHOOL	HIGH SCHOOL	4	34	N	M			
MECHANICAL OPERATION 50175062 HIGH SPEED SPVX TECH	01	EA03 0004 22096519 DAVID C. BETHK			E	BLACK/AFRI	COLLEGE	BACHELOR'S	4	34	N	M			
MECHANICAL OPERATION 50175062 HIGH SPEED SPVX TECH	01	EA03 0004 578704067 QUINCY C. HADY			E	BLACK/AFRI	COLLEGE	NO FINAL C	4	20	N	M			
MECHANICAL OPERATION 50175062 HIGH SPEED SPVX TECH	01	EA03 0004 301530279 BENNETT C. KOCH			E	WHITE	COLLEGE	BACHELOR'S	6	00	Y	M			
MECHANICAL OPERATION 50175062 HIGH SPEED SPVX TECH	01	EA03 0004 170688443 CHRISTOPHER K. KLEIN			E	WHITE	TRADE SCHOOL	TRADE SCHOOL	4	21	Y	M			
MECHANICAL OPERATION 50175062 HIGH SPEED SPVX TECH	01	EA03 0004 213023282 CHRISTOPHER P. ROBERTS			E	BLACK/AFRI	HIGH SCHOOL	HIGH SCHOOL	4	17	N	M			
MECHANICAL OPERATION 50175062 HIGH SPEED SPVX TECH	01	EA03 0004 194302046 CHRISTOPHER E. YOUNG			E	BLACK/AFRI	COLLEGE	NO FINAL C	4	21	Y	M			
MECHANICAL OPERATION 50175062 HIGH SPEED SPVX TECH	01	EA03 0004 047647437 ANASTAS A. JORDAN			E	BLACK/AFRI	POST-GRADUATE	NO FINAL C	4	21	Y	M			
MECHANICAL OPERATION 50175062 HIGH SPEED SPVX TECH	01	EA03 0004 214234001 DAVID N. WHITE			I	WHITE	HIGH SCHOOL	HIGH SCHOOL	4	33	N	M			
MECHANICAL OPERATION 50175062 HIGH SPEED SPVX TECH	01	EA03 0004 578653392 ROBERT N. GUTTON JR.			I	BLACK/AFRI	HIGH SCHOOL	HIGH SCHOOL	4	20	N	M			
MECHANICAL OPERATION 50175062 HIGH SPEED SPVX TECH	01	EA03 0004 142044366 DENNIS FITZMAUR			I	WHITE	HIGH SCHOOL	HIGH SCHOOL	4	21	Y	M			
MECHANICAL OPERATION 50175062 HIGH SPEED SPVX TECH	01	EA03 0004 461979175 DANIEL FLORES			I	HISPANIC/L	COLLEGE	ASSOCIATE	4	20	N	M			
MECHANICAL OPERATION 50175062 HIGH SPEED SPVX TECH	01	EA03 0004 218926021 JERRY K. CHAMBLISS SR.			I	BLACK/AFRI	HIGH SCHOOL	HIGH SCHOOL	4	28	N	M			
MECHANICAL OPERATION 50175062 HIGH SPEED SPVX TECH	01	EA03 0004 504016077 NAWA O. WILLIS			I	WHITE	HIGH SCHOOL	HIGH SCHOOL	4	33	N	M			
MECHANICAL OPERATION 50175062 HIGH SPEED SPVX TECH	01	EA03 0004 215680127 ALVIA L. LACY			I	BLACK/AFRI	COLLEGE	BACHELOR	4	33	N	M			
MECHANICAL OPERATION 50175062 HIGH SPEED SPVX TECH	01	EA03 0004 146647825 JOSEPH NOTIO			E	WHITE	TRADE SCHOOL	TRADE SCHOOL	2	40	Y	M	UNION	04/01/2004	
MECHANICAL OPERATION 50175062 HIGH SPEED SPVX TECH	01	EA03 0004 22096519 DAVID C. BETHK			E	BLACK/AFRI	COLLEGE	BACHELOR'S	2	40	Y	M	UNION	04/01/2004	

A406

## NATIONAL RAILROAD PASSENGER CORPORATION

AMTRAK

## HUMAN RESOURCES DEPARTMENT

INITIAL SCREENING SHEET				
POSTING NO. 50175062	POSITION: HSR Supervising Technician (12)	LOCATION: Wash DC		
APPLICANT'S NAME	Date App Recv'd	RATING*		REMARKS
		Q	UQ	
Thomy Kent		✓		I Selected
Joseph Roto		✓		I Selected
David Smith		✓		I Selected
Kenneth Koch		✓		I declined offer
Brian Previsky		✓		I
Arleigh Jordan		✓		I
Christopher Klein		✓		I - failed test
Robert Gaylon		✓		Not selected
Sharon Hatcher		✓		I
Christopher Young		✓		I
Quinton C. Hardy				Failed test
Christopher P. Roberts				
George A. Warner				Withdraw application
David N. White				Failed Skills test
Dennis Mitranov				Failed skills test
Cabrid Flores				Failed skills test
Serry H. Chambliss Sr				I discharge by
Ryan D. Willis				Withdraw
Alvise L. Lacy				I
L. Zarell				I Selected (Bid)
C. Mark				passed test
M. Thomas				Not qualified
				no-mech exp
				no-super exp
				No work exp test sample for system

Date:

June 18, 2004

HR Rep Signature:

Toby W. Cam 1

\*Q - Qualified

\*UQ - Unqualified

\* Filled (4) - cancelled (2) postings

NATIONAL RAILROAD PASSENGER CORPORATION

900 Second Street, NE, Washington, DC 20002



March 18, 2004

Mr. Joseph Rotio  
400 Old Charlotte Highway  
Rockingham, NC 28739

Dear Mr. Rotio:

We are delighted to confirm our offer of employment for the position of HSR Supervisor.

The specifics of this offer are as follows:

Position	- HSR Supervisor
Department	- Mechanical
Location	- Washington, DC
Effective Date	- April 01, 2004
Pay Rate	- \$19.40 per hour during training - After training \$22.79 per hour

This offer is contingent upon a favorable reference check and your successful completion of a post-offer physical, including a drug screen.

Please report to the High Speed Rail Mechanical Office Building located at 1401 W. St., NE Washington, D.C. 20002 at 8:00 a.m. on Thursday, April 1, 2004. Please ask for Dino Giespe or Joseph Allione. If you have any questions on directions please contact Joseph Allione at (202) 906-2845.

For your information, Amtrak has a policy regarding the employment of relatives. Neither you, nor your relative or spouse will be considered for supervisory or promotional opportunities if you work in the same department and location.

Your probationary period begins after your completion of training for a period of ninety days. You must join and maintain membership in the International Brotherhood of Electrical Workers Union (IBEW) the collective bargaining agreement representing your craft, within sixty calendar days after you first perform compensated service in the position. If you have any questions, please contact the Labor Relations Department

Please confirm your acceptance of this offer below, and return a copy to me for our files. Again, congratulations and welcome to Amtrak!

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah E. Ray".

Sarah E. Ray  
Human Resources Manager

**Cannòn, Jr., Taylor**

---

**From:** neeseejoe2000@yahoo.com  
**Sent:** Tuesday, February 24, 2004 5:54 PM  
**To:** cannont@amtrak.com  
**Subject:** Joseph Rotio has applied for the HSR Electrical Technician (3)(Eff 02/20/04) Requisition # 50003768



joseph\_rotio\_resum  
e.doc

Dear Taylor,

Please review Joseph Rotio for the HSR Electrical Technician (3)(Eff 02/20/04) position.

The resume is attached.

Thank you for your consideration.

[http://www.teamrewards.net/sales/qualification\\_control\\_panel.jsp?source=5&candid=140345](http://www.teamrewards.net/sales/qualification_control_panel.jsp?source=5&candid=140345)

---

Amtrak Recruiting Director

A409

## Joseph Rotio's resume

**Resume #93814**

Contact Information:

Other Information:

[neeseejoe2000@yahoo.com](mailto:neeseejoe2000@yahoo.com)

(910) 997-2151 (Home)

Resume:

2003-present Aberdeen Carolina Western Railway, Star N.C.

Signal Maintainer, diesel electrician

inspect, troubleshoot, and repair all rolling stock, qualified in testing and repair of train control systems, familiar with reading and drawing schematics, locomotives worked on, F40,GP40,Gp40GH,U34CH,SW1500,GP7,Alp44,comet cars 1,2,3,4,5

responsible for the inspection troubleshooting and repair of grade crossings in accordance with all F.R.A. regulations

2002-2003 Bombardier New York, New York

field technician

troubleshoot and repair all TA equipment for warranty issues

2001-2002 Midsouth Railroad Services, Monroe, La

signal installer

main responsibility was to install all aspects of grade crossings, from burying the cable to aligning lights, wiring the cabinets, houses, and bases

1999-2001 Florida Central Railroad, Plymouth, Fl

signal maintainer

responsible for the inspection troubleshooting and repair of grade crossings in accordance with all F.R.A. regulations

1998-1999 Walt Disney World Resort, Lake Buena Vista, Fl

MGM Studios/Animal Kingdom

Parking host at MGM Studios and outdoor food vendor at Animal Kingdom

1988-1998 New Jersey Transit, Newark, NJ

Supervisor

supervise repairs and inspections to cars, locomotives, and all rolling stock

responsible for the implementation of job procedures in accordance with FRA and OSHA safety regulations

ensures that all personnel adhere to safety rules

required to inspect job site for any safety hazards and cleanlines, report and take corrective actions as necessary

diesel electrician

inspect, troubleshoot, and repair all rolling stock qualified in testing and repair of train control systems

familiar with reading and drawing schematics

locomotives worked on F40,GP40,GP40GH,U34CH,Sw1500,GP7,9,35,Alp44,comet cars 1,2,3,4,5

**A410**



March 23, 2004

MR DAVID C SMITH  
2520 FAIRHILL DRIVE  
SUITLAND MD 20746

Dear MR SMITH:

We are delighted to confirm our offer of employment and welcome you as a member of the Amtrak team.

The specifics of this offer are as follows:

Position	- High Speed Rail Supervising Tech
Department	- Mechanical
Location	- Washington, DC
Effective Date	- April 1, 2004
Pay Rate	- \$19.40 per hour during training
	- After training \$22.79 per hour

This offer is contingent upon a favorable reference check and your successful completion of a post-offer physical, including a drug screen.

Please report to the High Speed Rail Mechanical Office Building located at 1401 W Street, NE, Washington, DC 20002 at 8:00a.m. on Thursday, April 1, 2004. Please ask for Dino Giuseppe or Joseph Allione. If you have any questions on directions, please contact Joseph Allione at (202) 906-2845. You should wear work clothes and suitable footwear.

You will need to bring your driver's license or state ID card and social security card or a copy of your birth certificate with you on your first day of employment. These documents are necessary to complete the Employment Eligibility Verification Form. You will need to bring copies of the birth certificates of your dependents and your marriage license (if applicable).





For your information, Amtrak has a policy regarding the employment of relatives. Neither you, nor your relative or spouse will be considered for supervisory or promotional opportunities if you work in the same department and location.

Your first ninety days of employment are considered a probationary period. You must join and maintain membership in the (ARASA) Airline and Railway Supervising Association, the collective bargaining agent representing your craft, within sixty calendar days after you first perform compensated service in this position.

Please confirm your acceptance of this offer below, and return a copy to me for our files. If you have any questions, please contact our Labor Relations Department. Again, congratulations and welcome to Amtrak!

Sincerely,

A handwritten signature in dark ink, appearing to read "Taylor Cannon".

Taylor Cannon  
Human Resources Department

CC: Labor Relations

ACCEPTED:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**David Christopher Smith**

2520 Fairhill Drive • Suitland, MD 20746 • (301) 423-5071 • (301) 379-9478 ccll • DavidCSmith78@hotmail.com

**Objective** To obtain an engineering position with a progressive company in the aerospace or automotive industry.

**Education**

- **B.S. in Mechanical Engineering**, Georgia Institute of Technology, Atlanta, GA
- **B.S. in General Science**, Morehouse College, Atlanta, GA
- **M.S. in Mechanical Engineering** (Candidate - 12 hours earned), Georgia Institute of Technology, Atlanta, GA

**Experience**

**Prince George's County Public Schools** - Stephen Decatur Middle School

*Substitute Teacher*, May 2003-present

Clinton, MD

- Currently creating lesson plans and instructing middle school math and science.

**Ford Motor Company** - Noise and Vehicle Harshness (NVH) - Tough Truck Powertrain Group

*Graduate Education for Minorities Intern*, May - August 2002

Dearborn, MI

- Presented research results for cost savings and improved customer quality to management for the 2003 F-150.
- Performed exhaust modal analysis, exhaust resonance dampening analysis and hanger development.
- Performed and aided NVH evaluation of calibration strategies regarding the idle quality for the 2004 F-150.
- Provided group training and generated standardized driveline balance procedures using PULSE noise and vibration testing hardware and software by Brüel & Kjær.

**Ford Motor Company** - Noise and Vehicle Harshness (NVH) - Tough Truck Powertrain Group

*Graduate Education for Minorities Intern*, May - August 2001

Dearborn, MI

- Conducted acceleration and acoustic sound level testing, impact testing based resonance verification, mount isolation and vibration transmission testing, frequency and order analysis of mount isolation to include component vibration testing.
- Developed graphical presentations for management covering collected and processed data and test results with recommendations for further development.

**National Aeronautics and Space Administration (NASA)** - Structural Dynamics Test Engineering Section

*NASA Scholar Intern Goddard Space Flight Center*, May - August 1999

Greenbelt, MD

- Performed shock analysis and inertial calculations for verification of transportation procedures for the Vegetation Canopy Lidar (VCL) Satellite.
- Assisted in the calibration and installation of linear voltage differential transformers (LDVTs) for Advanced Camera for Surveys (ACS).

**National Aeronautics and Space Administration (NASA)** - Structural Dynamics Test Engineering Section

*NASA Scholar Intern Goddard Space Flight Center*, May - August 1998

Greenbelt, MD

- Created test plans, performed safety analysis and performed static load testing and inertial calculations for structural support used to transport components to the Hubble Space Telescope (HST).

**National Aeronautics and Space Administration (NASA)** - Informational Sciences and Technology Division

*NASA Scholar Intern Ames Research Center*, May - August 1997

Moffett Field, CA

- Developed instructions and technical documentation for maintenance and augmentation support for the DARWIN computer network, which provides real time results of wind tunnel testing to Ames customers nationwide.
- Researched fluid dynamics during wind tunnel testing for the McDonnell Douglas MD-11.

**Awards and Activities**

Ronald E. McNair NASA Scholar, Graduate Education for Minorities (GEM) Fellow, Alumnus of Atlanta University Center Dual Degree Program, Georgia Tech Dean's List Spring 2000-Fall 2000, Morehouse College Dean's List Fall 1996-Spring 1999, Winning Team of Georgia Tech OMED Design Competition 2001, AUC Dual Degree Engineering Program Outstanding Academic Achievement, Georgia Tech Tower Award, Treasurer of Georgia Tech Society of Automotive Engineers (SAE), Treasurer of National Society of Black Engineers Georgia Tech Chapter (NSBE), American Society of Mechanical Engineers (ASME), Alpha Phi Alpha Fraternity Inc.

**Skills**

C++, MATLAB, Simulink, EES, AutoCAD, MS Windows, MS Office Suite, UNIX, PULSE noise and vibration testing hardware and software by Brüel & Kjær



March 25, 2004

MR THORNY L KENT  
407 W 26TH STREET  
WILMINGTON DE 19802

Dear MR KENT:

Congratulations! I am pleased to confirm your selection for the position of High Speed Spvr Tech.

The specifics of your new position are as follows:

Position	- High Speed Spvr Tech
Department	- Mechanical
Location	- Washington, DC
Pay Rate	- Per Union Agreement
Effective Date	- April 1, 2004

Please report to the High Speed Rail Mechanical Office Building located at 1401 W Street, NE, Washington DC 2002 at 8:00am on Thursday, April 1, 2004.

You will be required to join and maintain membership with the (ARASA) Airway and Railway Supervisor Association within 60 days.

Again, congratulations and best of luck in your new position. I know you will do a fine job!

Sincerely,

A handwritten signature in cursive script, appearing to read "Taylor Cannon".

Taylor Cannon  
Human Resources Department

90021692

**Thorny Leon Kent**  
407 West 26<sup>th</sup> Street  
Wilmington, Delaware 19802  
Home 302 761 9132 Cell 302 521 8181  
E-Mail [ThornyKent@Hotmail.com](mailto:ThornyKent@Hotmail.com)

September 10, 2003

Mr. Dino Giurfa  
Assistant Superintendent  
High Speed Rail Program  
Ivy City, Washington D.C.

**RE: High Speed Trainset Supervising Technician**

Dear Mr. Giurfa,

Please accept my attached resume as my application for the position of High Speed Trainset Supervising Technician, which was advertised for a closing date of September 12, 2003.

I am hopeful that after your review of my resume that we will be able to meet and discuss my candidacy.

Respectfully submitted,

  
Thorny Leon Kent

407 West 26<sup>th</sup> Street  
Wilmington, Delaware 19802

Home : 302 761 9132  
Cell: 302 521 8181  
E-Mail: ThornyKent@Hotmail.com

## Thorny Leon Kent

### Experience

June 2003 to Present

**Amtrak Car Inspector Union Station , Washington D.C.**

Responsible for the In-Bound external inspection, Internal Car inspection, running repairs and Initial Terminal Train Brake test of Am-Fleet equipment. Ensured all required documentation was provided for train consist departure.

February 2003 to June 2003

**NEC High Speed Rail Carman Technician Training**

Attended and Qualified NEC High Speed Rail Carman Technician Training.

November 2002 to February 2003

**Amtrak Car Inspector Union Station , Washington D.C.**

Responsible for the In-Bound external inspection, Internal Car inspection, running repairs and Initial Terminal Train Brake test of Am-Fleet equipment. Ensured all required documentation was provided for train consist departure.

February 2002 to November 2002

**Furloughed from Amtrak Bear Facility**

**Home Depot Flooring Sales Associate**

Provided assistance to customers in setting up carpet and flooring installations by delivering a professional analysis of their needs and purchase selection. Received 5 Merit Badges for High Performance and a Triple "A" rating for rehire consideration.

January 2000 to February 2002.

**Amtrak Bear Complex , Bear Delaware – Safety Training Coordinator**

Responsible for the coordinating and training of approx. 400 employees at the Bear Complex including the design, development, revision and presentation of the training courses which met all training requirements under the regulatory guidelines of OSHA, FRA, FDA, EPA and Amtrak Corporate policies, and Amtrak System Safety Program. Provided aid to employees injured while on duty which included transportation to the Health Care Facility and the processing of the Injury Report and Drug and Alcohol Testing.

September 1999 to January 2000

**Amtrak Bear Complex- Bear Delaware - Foreman II**

Supervision of 19 employees of all crafts in the overhaul program of the AMFleet 1 Café Line. This required the coordination of ordering supplies and equipment on a daily basis, maintaining equipment records of work progress and meeting scheduled delivery dates.

April 1998 to September 1999

**Amtrak Bear Complex- Car-repairman**

Assigned to the Car-repair / Heavy Equipment Gang. Duties included moving of passenger equipment and transporting to assigned locations in the facility yard as required. Mechanical duties included the complete up grade of car interiors, draft gear replacement, removal and replacement of truck units and other duties as assigned.

**Specialized**

**Skills**

Mechanical aptitude in being able to read and interpret blueprints, schematics, diagrams and drawings. Use of most hand held tools, table mounted equipment, micrometers, inner and outer calipers, force and travel gauges, reflex and breaker bar torque meters, depth and feeler gauges. Possess the abilities of utilizing Microsoft Computer programs and Oracle 8i Database. Knowledgeable of FRA 214 Railroad Workplace Safety, 229 Railroad Locomotive Safety Standards, 213 Railroad Safety Appliance Standards, 232 Brake System Standards, 238 Passenger Equipment Safety Standards and 239 Passenger Train Emergency Preparedness. Versed in the recognition of American Disability Act non-compliance environments.

**Education**

September 1985 to June 1985

Criminal Justice and Mental Health

17<sup>th</sup> and Spring Garden St. Philadelphia, Penna. 19103

August 1979 to June 1981

Aircraft , Repair and Inspection

Quaker City School of Aeronautics

22<sup>nd</sup> and Grays Ferry Ave. Philadelphia, Penna. 19140

September 1979

GED – United States Marine Corps

Cherry Point, North Carolina.

September 1972

Academic Overbrook High School

59<sup>th</sup> and Lancaster Ave. Philadelphia, Penna. 19139

August 2002 Oracle 8i DBA

Computos Computer Skills

Christiana Delaware

**Military Service** June 1972 to May 1979 **Honorable Discharge**  
**United States Marine Corps E-5 Sergeant**  
**KC 130 F/R Flight Crew**

**Other Training** HRD Train the Trainer :  
Platform/Presentation Skills – March 1999  
Service Standards – June 1999  
Respirator Fit Testing - January 2000  
Material and Baggage Towing – May 2000  
Utility Vehicle Operation – May 2000  
Blue Flag/Signal May -2000  
Lock Out Tag Out May -2000  
Confined Space Awareness- May 2000  
Confined Space Entrant and Attendant – June 2000  
Work Keys Qualified - September 2000  
Amtrak Instructor Certification Enhancing Adult Motivation to Learn -  
November 2000.  
Amtrak CFR 238 Qualification February 2003  
NEC High Seep Rail Carman Technician June 2003



Received by Human Resources

**Amtrak**

## Job Opportunity Application

For use by Current Amtrak Employees Only

Applicants possessing the best combination of current skills and past job performance will be invited to interview for available positions. Only candidates with at least one year in their current position will be considered for other positions.

Title of Position Desired: **Amtrak - Washington DC - HSR - Signal Maintenance Technician**  
 Posting Notice Number: **50175062**  
 Location: **Washington DC**

Please complete all information and submit this form to arrive at your nearest Human Resources Office on or before the posting's expiration date. This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. Attach additional sheets if not enough room is provided for your data.

### PERSONAL INFORMATION

Name: <b>ALVIA L. LACY</b>			Social Sec. No.: <b>215-68-0127</b>		
Street Address: <b>1306 JERVIS SQ,</b>			Home Tel. No.: <b>410-272-4819</b>		
			Work Tel. No.: <b>302 834-2769</b>		
City: <b>BELCAMP</b>	State: <b>MD</b>	Zip: <b>21017</b>	Assigned Work Hours: <b>6-2</b>		
Work Location: <b>BEAR, DE</b>			Assigned Work Days: <b>MON-FRI</b>		

### EDUCATION

Level	Did You Graduate?	Dates From/To	Degree/Major	School Name	Location/City/State
High School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>9/3/70</b> To: <b>6/7/74</b>	<b>HIGH SCHOOL DIP.</b>	<b>ABERDEEN SR. HIGH</b>	<b>ABERDEEN, MD 21001</b>
College	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>6/ /83</b> To: <b>12/ /86</b>	<b>BS BUSINESS ADMINISTRATION</b>	<b>UNIVERSITY OF MARYLAND</b>	<b>COLLEGE PARK, MD</b>
Graduate School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>/ /</b> To: <b>/ /</b>			
Vocational School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>1/ /76</b> To: <b>8/ /76</b>		<b>AIRCO TEC INST.</b>	<b>BALTIMORE, MD</b>
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>/ /</b> To: <b>/ /</b>			

### PRESENT JOB STATUS

Present Job Title: <b>CARREPAIR-PERSON</b>		Band/Zone: <b>BEAR, DE</b>	Last Performance Rating: <b>N/A</b>	Date of Last Rating: <b>/ /</b>
Supervisor's Name: <b>MR J. WALTERS</b>		Supervisor's Title: <b>MANAGER</b>		
May a Human Resources Department representative contact your supervisor regarding your interest in this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Supervisor's Telephone No.:				

### HUMAN RESOURCES USE ONLY - DO NOT ENTER DATA IN THIS SECTION

Entered		Forwarded	
Date: <b>1/27/04</b>	By: <b>[Signature]</b>	Date:	
By:	To:		

Note: It is the policy of the National Railroad Passenger Corporation to offer all employment opportunities without regard to race, color, religion, gender, age, national origin, disability, or veteran status.

**AMTRAK EMPLOYMENT HISTORY (Last Current Position First)**

Dates From/To	Position Title	Supervisor and Department	Major Duties
From: 8 / / 83 To: 1 / / 88	TRACK - PERSON	TRACK	MAINTAIN AND REPAIR TRACK LOCATIONS WITHIN THE NEC.
From: 1 / / 88 To: / /	CARREPAIR- PERSON	MECHANICAL	REPAIR, AND MAINTAIN AMF I & II, IN ADDITION TO AIR BRAKE DUTIES.
From: / / To: / /			
From: / / To: / /			

**OTHER EMPLOYMENT HISTORY**

Dates From/To	Position Title	Company	Major Duties
From: 7 / / 97 To: / / 99	CSR	MCC	COMPLETE DUTIES IN SALES, BANK DEPOSITS, CLOSINGS, AND TRANSACTIONS, AS RELATED TO CENTER.
From: / / To: / /			
From: / / To: / /			

**RELATIVES AT AMTRAK**

Do you or your spouse have any relatives currently employed at Amtrak? ☐ Yes ☒ No  
 If yes, you must complete the following information about these relatives.

Name	Relationship	Position/Department	Location
N/A			

**APPLICANT'S QUALIFICATIONS** This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. The field below will expand to allow 5,500 characters. Attach additional sheets if necessary.

Please explain how you fulfill the posted skills and experience requirements for this position.

**I FULFILL THE POSTED SKILLS AND EXPERIENCE REQUIRED FOR THIS POSITION, BASED ON MY BACHELORS DEGREE IN BUSINESS ADMINISTRATION, AND MY EXPERIENCE, AND TECHNICAL BACKGROUD IN THE FIELD OF MECHANICAL OPERATIONS, MAINTENANCE PROCEDURES, FRA, AND SAFETY REGULATUION.**

**SIGNATURE**

**PLEASE READ THIS CAREFULLY:**

I certify that all information on this Job Opportunity Application is true. I understand and agree that if employed in a nonagreement position my employment and compensation can be terminated with or without cause, and/or without notice, at any time, at the option of either the company or myself. I have voluntarily submitted this form and consent to its processing according to Human Resources Department procedures. I further understand that it may be used to update permanent employee information in the Human Resources Information System.

A420

SERVICE OPS

3024292449

01/07 '04 16:50 NO.522 01/02

Page 1 of 2 0001

Job Reference # 50124988

**Amtrak - Delaware-Wilmington - Dir Crew Mgmt Services - eff 01/07/04**

POSITION: Director - Crew Management Services

DEPARTMENT: System Operations

LOCATION: Wilmington, DE

BAND/ZONE - SALARY: D1 - \$57,500.00 minimum

POSITION NO: 50124988

**INTERNAL & EXTERNAL APPLICANTS**

**DUTIES:** Directs the Train and Engine and On-Board Service Crew management operation. Reviews, recommends and implements all crew changes necessary for the efficient operation of trains throughout the country. Develops costs of couplet changes, additions or deletions, in order to provide field supervision completes awareness of its train and engine operational costs. Reviews national train schedules and analyzes holiday programs to ensure sufficient coverage of staffing levels during holiday peak periods. Manages the day-to-day operation of the Crew Dispatch and/or On-Board Services departments. Works closely with shift managers to plan and direct proper staffing levels through service disruptions and emergencies.

**EDUCATION:** Bachelor's Degree in business administration, operations management, transportation management or related field, or the equivalent combination of education, training and/or experience.

**WORK EXPERIENCE:** Demonstrated experience in environment involving T&E and/or OBS. Must be conversant with the BLE, UTU and ASWC operating agreements. Must be able to manage and motivate direct and indirect reports. Prefer working knowledge of MS Office, SAP, VSSPRO, LMS, DB2 Query writing.

**OTHER REQUIREMENTS:** Must be flexible with regard to work hours. Be able to work long hours in the event of a service disruption or during peak operating periods. Prior satisfactory job performance is required.

**COMMUNICATION & INTERPERSONAL SKILLS:** Some experience in working with multiple team members, including senior staff. Strong organization and planning skills.

**SUPERVISORY RESPONSIBILITIES:** None.

**TRAVEL:** 10%

INTERNAL AMTRAK EMPLOYEES MUST COMPLETE A JOB OPPORTUNITY APPLICATION TO APPLY FOR THIS POSITION.

OK MK  
01/17/04

[http://www.teamrewards.net/task/job\\_posting.jsp?ts\\_am3q25ml2k13=1781](http://www.teamrewards.net/task/job_posting.jsp?ts_am3q25ml2k13=1781)

1/7/2004

SERVICE OPS 5024292449  
01/07/04 14:01 FRA 410 000 1000

01/07 '04 16:51 NO.522 02/02  
HUMAN RESOURCE

Page 2 of 2

**Job Notes**

**Salary Range:** DI \$57,500 to \$100,400

**Last Day to Apply:** 01/14/2004

**Job Category:** System Operations

**Years of Experience:** 5 - 10

**Travel Requirements:** Low

**Relocation Benefits may Apply:** No

**Referral Bonus:** 1850 points

AMTRAK is an equal opportunity employer committed to employing a diverse workforce. Internal AMTRAK employees must complete a job opportunities application to apply for positions.

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02/06/04 FRI 18:06 FAX 2029063897

AMTRAK

003

CHIEF TRANS OFFICE

3026832325

02/04 '04 11:29 NO.240 03/05

**Amtrak****PERSONNEL ACTION REQUEST**

Current Information

Payroll Area <b>05</b>	Social Security Number <b>217-82-0904</b>	Personnel No. <b>3979</b>	LAST Name <b>Berkley</b>	FIRST Name <b>Theresa</b>	M.I. <b>S.</b>
Job Code <b>63991</b>	Position Title <b>Mgr.-Crew Management Services</b>	Department <b>System Operations</b>	Personal Area <b>NE08</b>	Band/Zone <b>C-1</b>	Cost Center <b>2029</b>
			Emp. Grp. <b>8.</b>		

Action Requested

<input type="checkbox"/> New Hire	<input type="checkbox"/> Transfer between Management/Union	<input type="checkbox"/> Leave of Absence Paid (Management)	<input type="checkbox"/> Termination
<input type="checkbox"/> Rehire/Reinstatement	<input type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence Unpaid	<input type="checkbox"/> Retirement
<input type="checkbox"/> Transfer/Organization Change	<input type="checkbox"/> Leave of Absence Paid (Union)	<input type="checkbox"/> Return from Leave	

Action Reason Code

Code <b>E8</b>	Reason <b>Promotion - Management between grades</b>	Effective Date Month <b>2</b> Day <b>16</b> Year <b>2004</b>
-------------------	--	---

New Job Code and Salary Information

Job Code <b>52351</b>	Position Title <b>Director-Crew Management Services</b>	MOE <input type="checkbox"/> Yes <input type="checkbox"/> No	CDL <input type="checkbox"/> Yes <input type="checkbox"/> No	Position No. <b>50124988</b>	Personal Personnel <b>D-1</b>
Hire Date Month <b>2</b> Day <b>16</b> Year <b>2004</b>	Current Salary/Rate Of Pay <b>\$ 58,500.00</b>	New Salary/Rate Of Pay <b>\$ 70,000.00</b>	Work Hours (Part Time)		

Job Assignment

Cost Center <b>2029</b>	Position <b>1301</b>	Work Order No.	FIS Location <b>4102</b>	Payroll Area <b>05</b>	DATE	Work Schedule	Gen.	Site Code <b>041001</b>	Check Ser. <b>WNO21</b>
Work Place No. <b>302/683-2120</b>	ATB No. <b>734-2120</b>	Original RJA Hire Date Month <b>2</b> Day <b>16</b> Year <b>2004</b>	Prior RJA Code	Personnel Area <b>NE8</b>	Department <b>Sys. Operations</b>	ARBA Hire Date Month <b>2</b> Day <b>16</b> Year <b>2004</b>			
Emp Sub Group	Vacation Eligibility Date Month <b>2</b> Day <b>16</b> Year <b>2004</b>	Craft Seniority Date Month <b>2</b> Day <b>16</b> Year <b>2004</b>							

Performance Evaluation Information

Last Performance Review Date: Month <b>2</b> Day <b>16</b> Year <b>2004</b>	Next Performance Review Date: Month <b>2</b> Day <b>16</b> Year <b>2004</b>
--	--

Termination Information/Allowances

Allowances	Eligible For Refund?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain in Remarks)
Vacation Hours Due	Outstanding Advances?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain "Yes" Answer in Remarks)
Sick Hours Due	All Properties Collected?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain in Remarks)
Severance Pay Due	Full Vacation Payout?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notice Pay Due		

Short-Term Disability Benefits First <b>14</b> days at 100% pay Days at 100% pay less RUIA RUIA Benefit at \$ <b>100.00</b> per day	Days at 80% pay less RUIA	Selections Approved for Benefits Level of Benefits:	Yes Tier I	No Tier II	Tier III
--	---------------------------	---	---------------	---------------	----------

Remarks

Approval Signatures

Supervisor's Name <b>J. S. Tolson</b>	Phone No. <b>724-3219</b>	Human Resources Approval <b>[Signature]</b>
Signature <b>[Signature]</b>	Date <b>2/2/04</b>	Entered By <b>[Signature]</b>
Department Approval <b>E. V. Walker</b>	Date <b>2/2/04</b>	Date: <b>2/2/04</b>

Instructions: Complete form, print and secure department approval. Retain signed copy for department records and forward original to Human Resources.  
NRC 2000 (02/01) Word Template

FEB-2-2004 MON 16:12 TEL:302-683-2019

NAME:UP TSP DEPT

P. 6

A424



FEB. 10. 2004 2:20PM Human Resources  
02/08/04 FRI 18:06 FAX 2029063897

215 349-7000.181 P.4 p.5  
AMTRAK @002

CHIEF TRANS OFFICE 3026832325 02/04 '04 11:29 NO.240 02/05  
SSS4332: To select the candidate for the position of Director-Crew Management Services Page 1 of 1

### Staff Summary Sheet - SSS4332

Requester: MICHAEL KATES	Executive Officer: WILLIAM CROSSIE
Title: Sr. Dir.-CMS	Department Head: JON TAINOW
Extension: 8-734-2283	Director/Manager: MICHAEL KATES
Date Submitted: 1/28/2004	Date Approved:
Purpose: To select the candidate for the position of Director-Crew Management Services.	
Discussion: This position is critical to the Crew Management Services operation. With CMS being a 24/7 operation, this position works closely with the shift managers in CMS to plan and direct proper staffing levels through service disruptions, emergencies and the day-to-day service requirements of the seven divisions throughout the Amtrak system.	
Alternatives: If we do not fill this position, CMS will not be able to extend the level of service that presently exists throughout Amtrak's national train operation.	
Funding: This position is funded in the approved FY04 operating budget and is included in the authorized headcount.	
Recommendations: Approve this request to select the candidate for the position of Director-Crew Management Services.	

Routing Flow			
Routing	Approver	Comment	Non-Comment
02	Sr. VP - Operations		
	Chief Engineer		
	Chief Financial Officer		
	Chief Mechanical Officer		
	Chief System Safety and Security		
	General Counsel & Corp. Sec.		
	Inspector General		
	VP - Business Strategy		
	VP - Government Affairs & Policy		
	VP - Human Resources		
	VP - Labor Relations		
	VP Marketing and Sales		
	VP - Planning & Bus. Dev.		
	VP - Procurement & Mgt. Mgmt.		
01	VP - Transportation	X	
President and CEO Response			
Final Approver		Action Required	
President and CEO		Awaiting full approval	

*EW*  
2/4/4 2/10/04



02/08/04 FRI 18:07 FAX 2029063897

AMTRAK

004

CHIEF TRANS OFFICE

3026832325

02/04 '04 11:30 NO.240 04/05  
SERVICE 11:20 NO.630 03/06

## CANDIDATE SELECTION JUSTIFICATION

Position: Director Crew Management

Location: WIL

Posting #: 50124988

Band/Zone: D1

Interview Process: ☒ Panel

Interview Date: 1/27/2004

Interview Participants: Patty Karins  
Michael KatesCandidates Interviewed: Richard Gadbois  
(Include race/sex) Tina Slapsinski  
Teresa BerkeyW/M  
W/F  
W/FSelected Candidate: Teresa Berkey  
(Include race/sex)

W/F

Selection Justification: The most qualified candidate. Terry is an expert in the field of Crew Management

Proposed Effective Date: 2/15/2004

Proposed Salary: \$ 70,000

☒ Salary Increase 20%

Increase \$ 11,500

Salary Justification:

The Director position represents a 2-grade jump from a C1 to a D1. Additionally, the position requires a significant amount of additional duties. The increase to \$70,200 will provide equity among the directors in Crew Management. The other two positions pay 10% more than this position based on experience and expertise.

Terry is a top performer and should be compensated accordingly. She consistently exceeded expectations and as manager and I am confident her commitment to excellence will increase along with her responsibilities.

Approval Signatures:                     Date: 2/3/04

\* THIS WAS A POSITION IN WHICH THE PREVIOUS INCUMBENT RECEIVED AN EQUITY ADJUSTMENT. TO ENSURE THAT WE DO NOT CREATE ANOTHER EQUITY ISSUE, THE PROPOSED SALARY INCREASE IS APPROPRIATE.                     

FEB-2-2004 MON 16:12 TEL:302-683-2819

NAME/VP TSP DEPT

P. 5

A426